CASE REGISTRATION MODULE

1   TECHNICAL REQUIREMENTS

1.1   Introduction

This document is the technical response to the SWSS Foster Care User Requirements for the Case Registration Module. It will describe how the development team will implement the changes and additions to SWSS Childrens to effect the requirements.

This document is to be used as a tool by the development team when coding the solution or maintaining it in the future. Thus this document is likely to be updated during the lifecycle of the SWSS project. Versions of this document will be maintained in PVCS, and the reader should be aware that multiple printed versions may exist.

1.2   Module Description

Case Registration provides a consolidated starting point for creation of SWSS cases. Its intent is to gather and update all the data elements required on the FIA-133A. It allows optional entry of a few more data elements than what is required on the FIA-133A as a matter of convenience. In addition to creating cases, it assigns cases to a load number for the primary and, optionally, the secondary worker. The legal status, which determines the case's program, can be selected; but only the legal status codes within a given program are available because the Soundex Add-New search, which leads to Case Registration, behaves differently based on the legal status entered for the search. Changing the program after the search has been performed invalidates the search; thus Case Registration does not allow the program to change.

Companion groups are created, destroyed, and modified in Case Registration. Companion groups, which are only valid for the Foster Care and Adoption programs, are defined as a siblings assigned to the same primary worker load number. Companion cases share case members and may share legal and placement information. The intent of having companion cases is to streamline some of the data entry requirements for the user.

Case Links are also created, destroyed, and modified in Case Registration. Linked cases are determined by the **case_links** intersection database table so it is not as traumatic to change. The only restriction is that Juvenile Justice cases do not have user-created links. There are several different link types, as follows:

LINKED CASE – A link between two cases created by the user in the Case Registration screen or created when companion cases are separated.

PS XFER – A CPS case transferred to Foster Care.

CFC LINK – A Foster Care, Juvenile Justice, or Adoption case was prefilled from an existing, but closed, Foster Care, Juvenile Justice, or Adoption case on SWSS.

DUAL LEGAL STATUS – A Foster Care or Juvenile Justice case was created by SWSS when a Juvenile Justice or Foster Care case was closed using the close codes: "Open to Neglect" and "Open to Delinquency"

1.3   Requirements

1.3.1 Process Description

The Case Registration module will always present the user a screen with at least some of the fields prefilled. If the worker is editing an existing, unregistered case, then most, if not all, of the fields will be filled out, and the user will be required to finish or correct the data before registering the case. If the worker is adding a new case, the fields will be either filled in from a previous instance of the child's case data or from the information entered during the statewide search of the database.

For Foster Care and Adoption cases, a user will be able to add the current case (the one being edited) to an existing companion group of cases. They do this by selecting the **Join Group** button, which brings up the Change Companion Group screen. A worker selects one of the cases from the existing companion group that they wish the current case to join. Selecting a case from the list of cases displays the Companion Case Summary screen.

The Companion Case Summary screen allows the user to view more information on the existing companion group and case before joining the group. If the user decides not to join the displayed companion group, the user can select a different companion group or cancel the process altogether.

The user can also view the current case's companion group on a "View Companion Group" screen. Other companions can be added directly to the group via this screen, allowing a large group to be assembled quickly. Similarly, cases added to the group by mistake can be deleted.

Also for Foster Care and Adoption cases, a user may link the case with other Foster Care or Adoption cases. They do this by selecting the **Link Case** button, which brings up the Link Case screen. The current case may be linked with any active FC or ADPT case in the state. The user selects the case by first selecting the load number. As load number are selected, the active case load associated with that load number is displayed. The user may select one of the displayed active cases to link with the current case. As cases are linked, they are displayed in a list of currently linked cases. The user may delete any of the currently linked cases of type "Linked Case". The other case link types are internally generated, and therefore may not be deleted by the user.

When a user successfully prints an FIA-133A from the Case Registration module, the state of the case will be automatically changed to "registered" and will no longer be able to edit the case data with this module. The user will have a choice of returning to the Case Listing module, the Main Menu, or continuing on to the Child Data module.

1.3.2 Functional Requirements

List any requirements this module implements that are not specifically covered in the User Requirements for this module.
1) CaseReg must use the person_id written by Soundex in the SWSS_INI.ini so that CaseReg can "resurrect" that person with the new case. This is what makes prefilling from previous cases possible, and implements the continuum of care.
2) CaseReg must use the search information entered by the user when executing a Soundex search for an instance of the child and nothing is found of if the results of the search are rejected by the user. This information will be in the SWSS_INI.ini file, in lieu of the results of the search when a child is actually found. This save the user a bit of typing when they add the case in CaseReg.

3) Case Reg must set up the SWSS_INI.ini file so that if the Main Menu or the Child Info modules are called the case information will be ready and available. This is especially important when creating a case in an ADD NEW situation, when the SWSS_INI.ini will be blank.

1.3.3 Business Events

The following are business events that occur which will initiate use of the features in SWSS Childrens to add or register a case with CaseReg.

1) The court system notifies an FIA Juvenile Justice worker that a child has committed some offense.
2) The court notifies an FIA adoption worker that a parent's rights to a child have been terminated and the child is now a ward of the state.
3) A children's services worker from another state contacts an FIA worker with a request for a homestudy in order to place a child within Michigan.
4) A Children's Protective Services (CPS) case is transferred to Foster Care.

The companion group concept applies to Foster Care and Adoption cases; Juvenile Justice has no need for it, and therefore it is not available.

Joining a new companion group is available when updating an existing, unregistered case and when adding a new case. When updating a case, the change to the sibling group necessitates deleting any case member and relationship records so that the group person record can be updated with the new sibling group id. All the associated tables that refer to sibling group id are updated to reflect the new sibling group id. This is especially traumatic when updating a case that was converted from CIS or transferred from CPS, as it may have data created in all of the tables that refer to sibling group, as well as case members and relationships.

When adding a case that is joined to an existing sibling group, the case information is created with the existing sibling group id, so there is nothing to change or delete. Also, when adding a new case, there is no data in the database, and it is far more straightforward to achieve.

Viewing the current companion group, a feature not applicable to Juvenile Justice cases, displays the current companion group, even if the child whose case is being updated is the only member of the group. If the current case is being added anew, the view companion feature is only applicable if the user has selected a companion group for this new case to join, in which case the companions shown will be those of the companion group.

1.3.4 List of Program Units

1.3.4.1 Hierarchical List

The following is a thorough listing of the source code subroutines and shows which unit calls another, including stored procedures on the Oracle Server. Note: PL/SQL stored procedures are in shaded cells.

FIRST CALL DEPTH	SECOND CALL DEPTH	THIRD CALL DEPTH	FOURTH CALL DEPTH
Registration.bas			
Main()	ExtractINI_Info()		
	Makeconnection()		
	FrmCaseReg		
	FrmSibGroup		
FrmCaseReg.frm			
Form_Load()	SetDeviceIndependentWindow()		
	SetScreenState ()		
	SetfrmCaseRegMenuState ()		
	fGetProgram()	casereg.get_ProgCode	
	dbPopControls()	packlists.get_state	
		packlists.get_language	
		packlists.get_race	
		packlists.get_legal_status	
		casereg.get_res_county	
		SetCodeItemData()	
	dbPopDistrict()	packlists.get_county_districts	
	fdbGetCase	casereg.getcase	
	fGet_Conversion_Origin_Ind	casereg.GetConvOriginInd	
	PrivateINI_Register		
	tPrivateINI_GetString		

FIRST CALL DEPTH	SECOND CALL DEPTH	THIRD CALL DEPTH	FOURTH CALL DEPTH
	Title_Case		
	SetCodeWithDefnIndex		
	SetCodeOnlyIndex		
	DbPopPrimeWorker	casereg.GetPrimWorkChoices	
	dbPopAltWorker	casereg.GetStateProgWorkers	
	fInProgram()	fGetProgram()	casereg. get_ProgCode
	CommonShell()		
cmdContinue_Click()	fdbAddCase()		
	FdbUpdateCase()		
cmdPrintFIA-133_Click()	fdbPrintFIA-133()	casereg.check133data	
		casereg.getmore133data	
		utilities.get_county_address	
		crpFIA-133.PrintReport (* this is the C.R. object within VB*)	
CaseRegisterAndNeverReturn()	RegisterCase()	casereg.FIA-133printed	
	bPutWorkerStdTickler()		
	GetCaseInformation()		
cmdViewSibs_Click()	frmViewCompanions.Show()		
cmdChooseSib_Click()	fdbGetLoadCounty()		
	frmCompanion.Show()		
cmdCancel_Click()			
frmViewCompanions.frm			
Form_Load()	SetDeviceIndependentWindow()		
Form_Activate()	dbLoadSibs()	casereg.getsibs_county	
cmdAdd_Click()	frmCompanion.Show()		
cmdClose_Click()			

FIRST CALL DEPTH	SECOND CALL DEPTH	THIRD CALL DEPTH	FOURTH CALL DEPTH
cmdRemove_Click()	casereg.Change_Sib_Group		
frmCompanion.frm			
Form_Load()	casereg.loadno_active_cases		
cmdContinue_Click()	frmCompCaseSumm.Show()		
cmdCancel_Click()			
frmCompCaseSumm.frm			
Form_Load()			
Form_Activate()	FdbLoadGeneric()	casesumm.generic	
		packlists.get_members	
		Casereg.getsibs_county	
cmdContinue_Click()	casereg.Change_Sib_Group (if called via frmViewCompanion module)		
cmdMember_Click()			
frmSibGroup.frm			
Form_Load()	dbLoadSibs()	casereg.getsibs_county	
	SetDeviceIndependentWindow()		
	SetfrmSibGroupMenuState ()		
cmdContinue_Click()	CaseRegGetCase	casereg.getcase	
	bClientID_Exists	casereg.fClientID_Exists	
	CaseRegAddCase	casereg.addcase	
cmdPrintFIA-133_Click()	fdbPrintFIA-133()	casereg.check133data	
		casereg.getmore133data	
		utilities.get_county_address	

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FIRST CALL DEPTH	SECOND CALL DEPTH	THIRD CALL DEPTH	FOURTH CALL DEPTH
		crpFIA-133.PrintReport (* this is the C.R. object within VB*)	
	RegisterCase	casereg.fia133printed	
	BPutWorkerStdTickler	Tick_Actions.put_wrkr_std_tick	
cmdCancel_Click()			
		FrmLinkCase.frm	
Form_Load	tShortCaseName		
	fGetProgram	casereg.get_ProgCode	
	DbPopCFCADPTWorkers	casereg.GetStateProgWorkers	
	PopLinksGrid	casesumm.links	
cboAwkr_Click	casereg.loadno_active_cases		
cmdAdd_Click	FCallAddLink	casereg.addlink	
cmdDelete_Click	FCallDeleteLink	casereg.DeleteLink	

1.3.5 Report (output) Images

Print out versions of each output report generated by the module. For each image, explain its usage.

ASSIST SERVICES REFERRAL, REGISTRATION AND CHANGES - Michigan Family Independence Agency
(When printing this document click on File, Print and ask only for the page numbers you need.)

1. Case Name (Last, First, M.I., Suffix)	2. Homeless	3. Living Arrangement Code	4. Case Number

5. Residential Address	6. Program Group Mailing Address (Address interfaced to CIS for mailing purposes)
a. Attn.: Care Of	a. Attn.: Care Of
b. Misc. Address Info.	b. Misc. Address Info.
c. Street Address	c. Street Address
d. 2nd Address Info.	d. 2nd Address Info.

e. City	f. State	g. Zip Code	e. City	f. State	g. Zip Code

i. Home Phone	i. Alt. Phone	j. TTY/TDD	7. Residence County / District	8. Service County / District

9. Representative Type	10. Representative Name / Agency Name (Payees, Contacts, 3rd Party) See page 2 for Rep. Address and Phone Number

11. Initial Client Name, Demographic Information, Registration Program Choices and Withdrawal/Denial Disposition (For Additional Clients see page 2)

a. Last Name, First Name, M.I., Suffix	b. Grantee Indicator	c. Primary Language	d. Client ID	e. Social Security Number	f. Date of Birth	g. Estimated Date of Birth	i. Sex
	Yes		00			☐ Check if it is estimated	

i. Previous Names, A.K.A., etc.	j. Migrant Indicator	k. Race Code	l. Multiracial	m. Secondary Race Code 1 2	n. Hispanic	o. Tribal Doc
	No		No		No	No

Member Detail (Check appropriate box(es) if "yes".) ☐ Parent of Child ☐ School Full Time	p. Program Choices	q. Wdl / Den Code
☐ Newborn ☐ Disabled ☐ Caretaker of Disabled Spouse/Child ☐ Pregnant ☐ Refugee	Program 1 Program 2	Program 1 Program 2

Service Registration, Referral or Change Data | Additional Referral Information

12. Referral/Change Date	13. Worker Signature	14. Load Number				15. Referring Worker Name	Phone Number	16. Referring Worker Load Number			
		District	Section	Unit	Worker			District	Section	Unit	Worker

28. Referral Narrative:

FIA-133A (02/98) Previous editions are Obsolete. MSWord-97   Page 1 of 3

1.3.6 Data Elements

The following table represents the data elements entered on Case Registration.

Form Field Description	Data Source	Data Target	Target Type	Constraints	Reqd
County Number (not shown)	first two digits of the assigned load number if an addnew, or same as target	swss_case.county_no	number(2)	must be 1-83	
Log_ID (display only)	created by the casereg.addnew stored procedure, or same as target	swss_case.log_id	number(21)	system generated	
Registration date	blank (if new case) or same as target	swss_case.register_date	date	valid date	Y
Assigned worker	blank (if new case) or same as target	load_case.load_no	number(10)	reference to load table	Y
Secondary worker	blank (if new case) or same as target	load_case.load_no	number(10)	reference to load table	N
Legal Status	blank (if new case) or same as target	swss_case.latest_legal_status	number(2)	reference to legal_status table	Y
Last Name	blank (if new case) or same as target	group_person.last_name	varchar2(30)		Y
First Name	blank (if new case) or same as target	group_person.first_name	varchar2(30)		Y
Middle Name	blank (if new case) or same as target	group_person.middle_name	vharchar2(30)		N
AKA Name	blank (if new case) or same as target	aka_person_name.name	varchar2(90)		N
Current Address Line 1	blank (if new case) or same as target	address.line1	varchar2(60)		Y
Current Address Line 2	blank (if new case) or same as target	address.line2	varchar2(60)		N
City	blank (if new case) or same as target	address.city	varchar2(30)		Y
State	blank (if new case) or same as target	address.state_code	varchar2(2)	reference to state table	Y
Zip	blank (if new case) or same as target	address.zip	varcahr2(10)		Y
Zip + Four	blank (if new case) or same as target	address.zip_plue	varchar2(10)		N
Home Phone	blank (if new case) or same as target	phone.area_code & phone.phone_no	varchar2(5) & varchar2(10)		N
Alternate Phone	blank (if new case) or same as target	phone.area_code & phone.phone_no	varchar2(5) & varchar2(10)		N

Form Field Description	Data Source	Data Target	Target Type	Constraints	Reqd
Date of Birth	blank (if new case) or same as target	group_person.date_of_birth	date	valid date	Y
DOB Estimated?	blank (if new case) or same as target	group_person.dob_estimated	varchar2(1)	Y or N or null	Y
Language	blank (if new case) or same as target	group_person.language_code	varchar2(2)	reference to language table	Y
Client ID	blank (if new case) or same as target	group_person.recipient_ID	number(12)	none imposed by database	N
SSN	blank (if new case) or same as target	group_person.ssn	varchar2(10)	none imposed by database	N
Sex	blank (if new case) or same as target	group_person.sex	varchar2(1)	M or F or null	Y
Migrant Indicator	blank (if new case) or same as target	group_person.migrant	varchar2(1)	Y or N or null	Y
Primary Race	blank (if new case) or same as target	group_person_race.race_code (race_order_no = 1)	varchar2(2)	reference to race_code table	Y
Secondary Race 1	blank (if new case) or same as target	group_person_race.race_code (race_order_no = 2)	varchar2(2)	reference to race_code table	N
Secondary Race 2	blank (if new case) or same as target	group_person_race.race_code (race_order_no = 3)	varchar2(2)	reference to race_code table	N
Secondary Race 3	blank (if new case) or same as target	group_person_race.race_code (race_order_no = 4)	varchar2(2)	reference to race_code table	N
Secondary Race 4	blank (if new case) or same as target	group_person_race.race_code (race_order_no = 5)	varchar2(2)	reference to race_code table	N
Hispanic or Latino Ethnicity	blank (if new case) or same as target	group_person.hispanic_ethnicity	varchar2(1)	Y or N or null	Y
Tribal Documentation	blank (if new case) or same as target	group_person.tribal_documentation	varchar2(1)	V or N or P	N
Native American Indian heritage question asked.	blank (if new case) or same as target	cfc_info.heritage_question_asked, or jj_info.heritage_question_asked	varchar2(1)	Y or N or null	N

Form Field Description	Data Source	Data Target	Target Type	Constraints	Reqd
Acceptance Date	blank (if new case) or same as target	swss_case.accept_date	date	valid date	N
PSI indicator (valid only for Juvenile Justice cases when the legal status is "50")	blank (if new case) or same as target	swss_case.psi_ind	varchar2(1)	Y or N or null (not alterable by the user; it is set automatically when L.S. 50 chosen)	N

1.3.7 Integration with Existing System

How does this module integrate with SWSS. Is it a selection from the main menu? Are there specific things needed in the SWSS_INI.ini? Are there short cut keys or menu selections? Can it be called directly from another module, during which time the calling module shows a blank screen or mess with the task bar, and does it need to update something for that calling module?

1.3.8 Module Dependencies

If this module depends on other modules, or if other modules depend on this module, to an extent beyond what has been described in the "Integration with Existing System" section above, such as Medicaid requiring both Placement and Funding data, list and explain those dependencies here.

1.3.9 Database Subject Area

* Show the tables with fields read, created, or modified here. (CRUD matrix, if you want to be fancy.)
* List the STORED PROCEDURES with detailed descriptions of how that stored procedure works (we're serious. We really need it!)
* Use the Interface specifications that were generated (by Ed?) for the stored procedure calls that the VB module makes.

1.3.10 Data Warehouse

If known, explain which items are added to the data warehouse and under what conditions they are written. Hopefully we can reference a document or set of documents supported by the data warehouse.

1.3.11 Technical Issues

Discuss any tricky things that happen in the module that someone who maintains the application may not recognize at first glance. Sibling group sharing, legal status switches, or reusing person IDs.

0. creates a new sib group if necessary.
1. delete all the RELATION records
2. delete all the CASE PERSON records except the child's
2a. update the child's Case Person record
3. copy Group Person Record but with new sib group id
5. Change the existing G.P. Phone, Address, and AKAName records (new sib grp id)
5a.Change the existing G.P. Race record (July 19, 1999)
6. Delete old GROUP PERSON record
7. Add other people (from new sib group, if any) to this log's CASE PERSON records
7a. add our own case person record
8. Add this person to any others CASE PERSON records in this sib group
9. Add RELATION records here and there
10.Update SWSS CASE record with new sib group ID

If the case is prefilled from an existing case, the following data elements will be copied from the old case into the new one:

- Case Registration screen should prefill data elements (see requirement for detail) when adding a new instance of a child's case from an existing case; the following data items will be retrieved into the new case:
- Child Data items:
- Last Name
- First Name
- Middle Name
- AKA Name
- Disability
- Mental Retardation
- Visually or Hearing Impaired
- Physically disabled (Youth)
- Emotionally Disturbed (DSMII)
- Other Medically Diagnosed Condition Requiring Special Care
- DOB
- Is DOB estimated? Y/N
- Sex
- SSN
- Primary Race Code
- Secondary Race 1
- Secondary Race 2
- Secondary Race 3
- Secondary Race 4
- Hispanic or Latino Ethnicity
- Tribal Documentation P/V/N
- Language
- "Has child ever been adopted?" (Y/N)
- Age of child at adoption if the child has been adopted (see CR-4.1.1.18)
- Religion
- Member Data:
- Last name
- First name
- Middle name
- Street Address
- Supplemental address line
- City
- State
- Country
- Zip
- Phone 1
- Phone 2
- DOB
- "Is DOB estimated?" Y/N
- Sex
- Primary Race
- Secondary Race 1
- Secondary Race 2
- Secondary Race 3
- Secondary Race 4
- Client ID

- Relationship
- "Was mother married at time of youth's birth?"
- Education
- Occupation
- Religion
- Language
- SSN
- "At the time of removal, did this person have primary caretaking responsibilities?" Y/N
- "At the time of removal, did this person have secondary caretaking responsibilities?" Y/N
- "Government Benefits Information":
- Parent deceased? Y/N
- Date of death
- Parent Retired? Y/N
- Date of Retirement
- Parent Veteran? Y/N
- Dates of service (from and to)
- Parent Disabled? Y/N
- Date of disability
- Legal Parent? Y/N
- Emergency contact? Y/N
- All legal data from previous cases should display in the new case.
- All education data from previous cases should display in the new case.
- If a prefill is done from an active case and there is a current education record, that data should be copied to the new case so that it can be edited.
- All placement data from previous cases should display in the new case.
- All Funding determination data from previous cases should display in the new case. If this is an active FC case being transferred to JJ (or vice versa) and the child has not been removed from the home again, there is not to be a new initial determination. Rather, the previous initial and subsequent redeterminations remain active in the JJ case.
- All payment authorization data from previous cases should display in the new case.
- All medical data from previous cases should display in the new case.
- If a prefill is done from an active case and there is a current Medicaid data (i.e., MA is active on the prefill case), that data should be copied to the new case so that it can be edited.

1.3.12 Test Plans

1.3.12.1   Case Accessibility

- Only UNREGISTERED cases may be edited.
- REGISTERED cases may be viewed but not changed.
- Primary Worker, Secondary Worker, and their Supervisor may edit an UNREGISTERED case. All others may only view.
- There is no "corrections" mode for Case Registration.

1.3.12.2   Case Functionality—Add New Scenario

- Last Name, First Name and Legal Status entered on SOUNDEX screen while searching for existing persons should prefill on Case Reg. Screen.

- Legal Status choices should be limited to only those within the same program group. This is because the Soundex searched performed depends upon the program group into which the new case is to be added. If the program group must change, then a new Soundex search must be performed.
- Assigned worker choices should be limited to those load numbers that handle the program group selected.
- Selecting "Choose Companion" should bring up new screen with list of cases within that county and in the same program and assigned to the same load number. There are no companions for Delinquency.
- Selecting a companion case from the "Choose Companion Case" screen should add the NEW case's child as having the same sibling group ID as the companion case. Any case members from the companion case should be visible in the newly added case (on the Members screen). [Note: this is accomplished by there being case_person table records and realtion table records for all the people from the companion case being added to this case.]
- If a companion case is selected, and then the choose companion case button selected again, the companion case should be highlighted.
- When using the "Choose companion Case" screen, if a companion case is selected, and then the delete key is pressed once the active cases grid has focus, the companion case should be "deselected". If continue is then selected, and the new case added to the database, the new case will be added as an individual (and not a companion) case.
- Selecting "View Companions" should bring up a list of the cases that have the same sibling group as the current one. If no companion case has been chosen, a message should display stating just that.
- "Print FIA133" button should be unavailable until the case data has been saved at least once.
- Selecting "Continue" should save the data and report back the new log id number.
- Selecting the "Print FIA 133" button should print a FIA 133 (currently has limited data).
- Selecting "Continue" after the FIA133 has been printed will change the case's status to "REGISTERED".

1.3.12.3   Case Functionality—Edit Scenario

- All data items should be available for editing.
- "Print FIA 133" button should be immediately available.
- Changing any text box or selecting any drop down list box should disable the "Print FIA 133" button.
- Selecting the continue button should enable the "Print FIA 133" button.
- ~~Selecting "Choose Companion" should bring up new screen with list of cases within that county and in the same program and assigned to the same load number. There are no companions for Delinquency.~~
- The "Choose Companion" case should not be available for a case whose data has been saved because the sibling group can not be altered once it has been saved to the database. To change the companion case, the case must be withdrawn and added over again without a companion.
- Selecting "View Companions" should bring up a list of the cases that have the same sibling group as the current one. If no companion case has been chosen, a message should display stating just that.
- Selecting the "Print FIA 133" button should print a FIA 133 (currently has limited data).
- Selecting "Continue" after the FIA133 has been printed will change the case's status to "REGISTERED".

1.3.12.4   General Requirements that must be met (and tested)

- Case Registration screen should prefill data elements (see requirement for detail) when adding a new instance of a child's case from an existing case; the following data items will be retrieved into the new case:
- Child Data items:
  - Last Name
  - First Name
  - Middle Name
  - AKA Name
  - Disability
  - Mental Retardation
  - Visually or Hearing Impaired
  - Physically disabled (Youth)
  - Emotionally Disturbed (DSMII)
  - Other Medically Diagnosed Condition Requiring Special Care
  - Specific Learning Disability
  - Speech and Language
  - DOB
  - Is DOB estimated? Y/N
  - Sex
  - SSN
  - Primary Race Code
  - Secondary Race 1
  - Secondary Race 2
  - Secondary Race 3
  - Secondary Race 4
  - Hispanic or Latino Ethnicity
  - Tribal Documentation P/V/N
  - Language
  - "Has child ever been adopted?" (Y/N)
  - Age of child at adoption if the child has been adopted (see CR-4.1.1.18)
  - Religion
- Member Data:
  - Last name
  - First name
  - Middle name
  - Street Address
  - Supplemental address line
  - City
  - State
  - Country
  - Zip
  - Phone 1
  - Phone 2
  - DOB
  - "Is DOB estimated?" Y/N
  - Sex
  - Primary Race
  - Secondary Race 1
  - Secondary Race 2
  - Secondary Race 3
  - Secondary Race 4

- Client ID
- Relationship
- "Was mother married at time of youth's birth?"
- Education
- Occupation
- Religion
- Language
- SSN
- "At the time of removal, did this person have primary caretaking responsibilities?" Y/N
- "At the time of removal, did this person have secondary caretaking responsibilities?" Y/N
- "Government Benefits Information":
- Parent deceased? Y/N
- Date of death
- Parent Retired? Y/N
- Date of Retirement
- Parent Veteran? Y/N
- Dates of service (from and to)
- Parent Disabled? Y/N
- Date of disability
- Legal Parent? Y/N
- Emergency contact? Y/N
- All legal data from previous cases should display in the new case.
- All education data from previous cases should display in the new case.
- All placement data from previous cases should display in the new case.
- All Funding determination data from previous cases should display in the new case. If this is an active FC case being transferred to JJ (or *vice versa*) and the child has not been removed from the home again, there is not to be a new initial determination. Rather, the previous initial and subsequent redeterminations remain active in the JJ case.
- All payment authorization data from previous cases should display in the new case.
- All medical data from previous cases should display in the new case.
- If the Case Registration screen is completed but the FIA-133a is not printed, the case will remain in an "unregistered" status and no other screens will be available to the user until the FIA-133a is printed.
- Once an FIA-133a is printed for a case the case's status will be "registered" and the Case Registration screen will be view only for that case.
- Once a case is open the Case Registration screen will not be available at all.
- A new Log # must be created for all new cases.
- A new Log # will **not** be generated when a Case goes from having an Unregistered to a Registered Status or a Registered Status to an Active Status.
- Foster Care and Adoption cases require a mechanism to add the case to a companion group.
- All cases within a companion group must be assigned to the same load number and be within the same program.
- Foster Care and Adoption cases require a mechanism to link[1] the case with other Foster Care or Adoption cases.

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[1] Linked cases are cases associated with each other, such as siblings, but who are assigned to different primary worker load numbers, such as siblings in different counties.

- When prefilling a new case from a closed case that was part of a companion group, a screen should display listing all the members of the companion group so that the worker can select the companions to be reinstantiated[2]
- After prefilling a series of cases from a set of closed, companion cases, a list of the reinstantiated cases should display, allowing the worker to register each one directly.
- Juvenile Justice cases can not be part of a companion group.
- Last Name, First Name, Legal Status, and any other data entered on SOUNDEX screen while searching for existing persons should prefill on Case Reg. Screen.
- Legal Status choices should be limited to only those within the same program group. This is because the Soundex searched performed depends upon the program group into which the new case is to be added. If the program group must change, then a new Soundex search must be performed.
- Assigned worker choices should be limited to those load numbers that handle the program group selected.
- If the user is logged on with worker security status the assigned worker choices must include his/her own load numbers associated with the login name.
- If the user is logged on with clerical security status the assigned worker choices must include all worker status load numbers assigned to the supervisory unit.
- If the user is logged on with supervisor security status the assigned worker choices must include his/her own load numbers associated with the login name, the load number of all subordinates and the load numbers of all supervisors in the county.
- "Print FIA-133a" button should be unavailable until the case data has been saved at least once.
- If the user performs an action upon the database after the database has timed the user out, SWSS must automatically reconnect to the database and continue working.
- Central Office users (county 84) need inquiry access for case information.
- The legal status must be allowed to be missing in the case of a juvenile justice case that was created by a foster care case closing to a juvenile justice dual legal status. (Foster care cases will have a previous legal status when created from a juvenile justice dual legal status.)
- The list of available load numbers for primary and secondary worker assignment must only include the county identifiers (first two digits of number) in the range of 01 through 83.
- For a juvenile justice case that is a dual legal status, the user must only be allowed to choose from legal statuses 52, 90-94.

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[2] Reinstantiate: to create another instance of a piece of data (in this case the child's case data) on the database. When adding a brand new case on SWSS, the case data is instantiated. When prefilling a new case from data already instantiated on SWSS, the new case data is reinstantiated.